


**BUREAU FOR PRIVATE POSTSECONDARY  
AND VOCATIONAL EDUCATION**

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## CHANGE LOCATION

## NON-DEGREE GRANTING INSTITUTIONS

(MAIN OR BRANCH SITES ONLY)

**FOR OFFICIAL USE ONLY**

Date Received:

School Code:

Check Amount:

Ledger #:

**Instructions:** A change of location means a move of up to 25 miles of the location at which an institution offers any education, training, or instruction. A change of location of 25 or more miles is deemed the establishment of a new location requiring a separate approval to operate by the Bureau for Private Postsecondary and Vocational Education (Bureau), per Section 94721 California Education Code. Please submit this form and the required documentation and applicable fees to the Bureau 60 days prior to the proposed date of the change, per Section 73600 California Code of Regulations (CCR) unless the change is necessitated by an emergency set forth in Section 73650 (CCR). A written determination will be returned within 30 days. The location should not be changed until written confirmation is received.

Applicable fees are determined on the institution's gross revenue. (Please refer to the second page of this application to determine the appropriate fees.)

**PLEASE INCLUDE:** Lease Agreement, Fire Inspection Report, Occupancy Report, Business License for the new site, and Floor Plan drawn to scale (identify classrooms, laboratories, workshops, and libraries).

You may either fill out Sections A, B, on this application form, or you may use your institution's letterhead to provide the necessary information requested on both sides of this application.

**Section A**

School Code:

School Name:

Current Physical Location:

City: State: Zip Code:

Telephone: ( ) FAX: E-mail:

Current Mailing Address, (if different):

City: State: Zip Code:

**Section B**

Proposed Location:

City: State: Zip Code:

Telephone: ( ) FAX: E-mail:

### FEE SCHEDULE FOR CHANGE IN LOCATION APPLICATIONS

GROSS REVENUE \$100,000 OR LESS	GROSS REVENUE \$100,000 - \$999,999	GROSS REVENUE \$1 MILLION OR MORE
Applicable Fee \$255	Applicable Fee \$270	Applicable Fee \$285

#### CCR Section 73610; Contents of Application for Change in Location

1. A description of the proposed physical facilities (include square footage, room capacity and the number of students to be accommodated in the facility);
2. A description of any equipment to be used at the proposed facilities that is different from the equipment used at the present facility;
3. A statement, together with an explanation, if there will be any new instructors teaching at the proposed facility who are not currently teaching at the present facility;
4. The date on which the institution intends to offer instruction at the new location;
5. The distance between the approved location and the proposed new location;
6. An identification of the public transportation that is available between the two locations;
7. The estimated travel time between the two locations by car and by public transportation at the time of day students would need to travel to reach class on time;
8. The reason for the move;
9. A description of the actions taken to notify students, the dates on which notice was provided, and the name of the person who provided notice;
10. A statement that the person whose signature appears upon the application certifies to the best of his/her knowledge that the institution and each signatory comply with all applicable laws regarding the operation of an institution;
11. A statement that the institution has informed students of the change as provided in CCR Sections 73620 and if applicable Section 73630(a)
12. The application for a change in location shall be signed under penalty of perjury.

"I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_